

State Court Administrative Office

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State Court Administrative Office

3-01 OVERVIEW OF FUNCTIONS AND ORGANIZATION

The mission of the State Court Administrative Office is to provide leadership and promote effective, efficient, equitable, uniform, and accessible court and justice system services to advance the highest quality of justice in Michigan. It's vision is to lead, manage, and actively support the Michigan state court system and to be recognized as the leading source of insight, knowledge, and technical expertise for continuous improvements and innovations in court administration.

Under the general direction of the Supreme Court, the State Court Administrative Office is responsible for assisting in the administration of justice in Michigan's trial courts (Michigan Constitution, Article VI, Section 3). The State Court Administrator is responsible for advising the Supreme Court, as well as the executive and legislative branches, on matters relating to management of the State's One Court of Justice.

A. Functions

The State Court Administrative Office:

1. Advises the Supreme Court on matters relating to the administration of the state's judicial business.
2. Provides management assistance and direction to the courts on the administration of the courts' business through such means as dissemination of relevant information; advice and direction on specific issues; and on-site management reviews.
3. Develops and analyzes statewide information regarding the work of the state's courts.
4. Conducts research on court management issues.
5. Acts as liaison between courts as well as between media, executive and legislative branch agencies, and the courts.
6. Develops guidelines for operations and certain decision making functions such as the child support formula.
7. Develops and maintains automated trial court information systems.
8. Operates court improvement programs and other specialized state level court related programs such as the Community Dispute Resolution and Foster Care Review Board Programs.
9. Analyzes administrative impact of court rules, legislation, and other administrative policy on court operations.

10. In conjunction with the Michigan Judicial Institute, provides training on court administration to judges and court support staff.
11. Develops forms and operations/reference manuals for court use.

Judges and court staff work directly with Regional Administrative Offices to receive assistance and direction from the State Court Administrative Office (see map on page 3-01-05).

B. Organization

1. Offices

- a. Lansing - Michigan Hall of Justice
925 West Ottawa, PO Box 30048
Lansing, Michigan 48909
(517) 373-0130
- b. Lansing - Michigan Hall of Justice
Foster Care Review Board
925 West Ottawa, PO Box 30048
Lansing, Michigan 48909
(517) 373-1956
- c. Lansing - Michigan Hall of Justice
Judicial Information Systems
925 West Ottawa, PO Box 30048
Lansing, Michigan 48909
(517) 373-8777
- d. Lansing - Michigan Hall of Justice
Region II
PO Box 30048
Lansing, Michigan 48909
(517) 373-9353
- e. Detroit
Region I
PO Box 31-1440
Detroit, Michigan 48231
(313) 256-9124

- f. Detroit
Foster Care Review Board
1616 Penobscot Building
Detroit, Michigan 48226
(313) 256-9786
- g. Southfield
Judicial Information Systems
American Center Building
27777 Franklin Road
Southfield, Michigan 48034
(248) 352-8990
- h. Mt. Pleasant
Region III
PO Box 750
Mt. Pleasant, Michigan 48804-0750
(517) 772-5934
- i. Gaylord
Region IV
PO Box 100
Gaylord, Michigan 49734
(517) 732-3311
- j. Gaylord
Foster Care Review Board
400 W. Main Street
Suite 113
PO Box 9
Gaylord, Michigan 49734
(517) 732-0494
- k. Lansing
Office of Dispute Resolution
925 West Ottawa, PO Box 30048
Lansing, Michigan 48909
(517) 373-4839

For additional information on the organization and functions of the State Court Administrative Office, see <http://www.courts.michigan.gov/scao/index.htm>. An organization chart is located at <http://www.courts.michigan.gov/scao/services/scaochart.pdf> and a map of the court administrative regions is located at http://www.courts.michigan.gov/scao/services/ct_admin_regions_map.pdf.

3-02 STANDING ADVISORY COMMITTEES

A. Purpose

As a matter of policy, the State Court Administrative Office makes extensive use of advisory committees composed of justice system professionals, attorneys, and the general public to provide advice on the conduct of court improvement projects, the development of forms, procedures, manuals and other initiatives. While most of these advisory committees are created for specific projects and, therefore, exist only for the period of time that the initiative or project is underway, some committees are established as "standing" committees and operate continuously. These "standing" committees consist of persons who are rotated with some frequency in order to maximize input from participants in the justice system.

B. Obtaining List of Current Committees

In order to obtain a list of current committees, it is suggested that contact be made with the Administrative Support Division of the State Court Administrative Office. In addition, the State Court Administrative Office annually recognizes the work of standing and project advisory committees in its annual report.

C. Description and Function of Current Standing Advisory Committees

1. Court Reporting and Recording Board of Review

The Michigan Court Reporting and Recording Board of Review is established by Michigan Court Rule 8.108(G)(2), which was revised by the Supreme Court in 1987. The Board administers certification examinations for court reporters, recorders, and electronic operators twice a year. The Board also monitors certification requirements for reporters, recorders, and operators and conducts hearings on complaints against reporters, recorders, and operators relating to violation of rules of procedure. By court rule, the Board is composed of one Court of Appeals judge, three trial judges, two court reporters, two court recorders, one attorney, and a Board secretary assigned from the staff of the State Court Administrative Office.

The Court Reporting and Recording Board of Review is staffed by Trial Court Services staff.

2. Michigan Court Forms Committee

The Michigan Court Forms Committee is an advisory committee established to assist the State Court Administrative Office in creating and revising forms for use in the trial courts. Committee members are selected from trial court judges, trial court administrators and staff, attorneys, prosecutors, and representatives of key executive branch agencies.

The Michigan Court Forms Committee is staffed by Trial Court Services staff.

3. Foster Care Review Board Advisory Committee

The Foster Care Review Board Program Advisory Committee consists of a representative elected from each of the 30 local boards, with others appointed by the State Court Administrator pursuant to MCL 722.133(m) to consult with State Court Administrative Office staff regarding policies and procedures affecting the foster care system.

4. Foster Care Review Boards

The Citizen's Foster Care Review Board Program was established by the legislature to improve children's foster care programs throughout the state. The Program creates citizen review boards to review individual neglect/abuse cases within the foster care system to assist the court and children's services agencies in assuring prompt and permanent child placement. The program was continued and expanded by MCL 722.131 et seq. in 1998 and included 30 review boards covering all 83 counties.

The boards are staffed by Foster Care Review Board Program staff in Lansing, Detroit, and Gaylord within the State Court Administrative Office.

5. Friend of the Court Advisory Committee

A nine person Friend of the Court Advisory Committee is established by MCL 552.501 et seq., which provides that the Committee shall have three public members, three attorneys, and three human services professionals. Two local friends of the court have been appointed by the State Court Administrative Office to serve as non-voting members. The Committee advises the State Court Administrative Office regarding policies and procedures for friend of the court offices. The Committee has established a standing subcommittee on the Child Support Formula.

The Committee is staffed by the Friend of the Court Bureau, Trial Court Services staff.

6. Judicial Information Systems

The Judicial Information Systems (JIS) operates on-line systems for probate and district courts and develops and maintains software for distributed systems for all trial courts. System user committees have been established to provide advice to the State Court Administrative Office data processing staff regarding development of systems and maintenance and revision of those systems. Committee membership includes trial court judges, administrators, and staff of the JIS users, as well as key executive staff personnel from agencies with whom trial courts typically exchange information such as the State Police, Secretary of State, and Family Independence Agency.

There are four principal system user committees: the Probate Court System User Committee, the Juvenile Court System User Committee, the Circuit Court System User Committee, and the District Court System User Committee. Each of these primary committees establishes task specific or subsystem subcommittees as appropriate.

Staff support for system user committees is provided by Judicial Information Systems and Trial Court Services.

7. Manual Revision Committees

Committees have been created by the State Court Administrative Office to provide assistance in updating procedure manuals provided by the State Court Administrative Office for reference by trial court judges and staff. Each of these manuals focuses on a specific functional area of trial court operations, and the manual revision committees' membership is composed of trial court judges, court administrators, and other trial court and executive branch staff as appropriate to the content of the manual. Since the manuals must be updated on a periodic basis, depending on the frequency of change in the rules or the law, the committees are convened from time to time as necessary to ensure that the substance of the manuals are current. Currently the committees include the Michigan Court Administration Reference Guide Revision Committee, the Court Reporters and Recorders Manual Revision Committee, the Probation Officers Manual Revision Committee, the District Court Magistrates Manual Revision Committee, and the Friend of the Court Manual Revision Committee.

These committees are staffed by Trial Court Services staff.

8. Video Tape Record Users Committee

The Video Tape Records Users Committee is an advisory committee established to assist the State Court Administrative Office in addressing issues relative to video tape record proceedings.

The Committee had developed a handbook/ reference manual for video tape record use in the State of Michigan. The Committee meets twice annually to discuss issues of concern regarding video tape record. Committee membership includes judges and administrators from video tape record courtrooms.

The Committee is staffed by Trial Court Services staff. (see also Sections 1-06 and 10-01).

3-03 MANUALS

The following is a list of most of the manuals prepared and distributed by the State Court Administrative Office. Manuals updated on an annual basis are designated as such. Most of these manuals and handbooks are designed for a specific audience or for a specific purpose and are distributed to those appropriate court staff.

Caseflow Management: A Practitioner's Guide

(one manual distributed to each judge, court clerk/administrator, county clerk, probate register, and juvenile officer)

Caseload of Michigan Trial Courts: Reporting Forms and Instructions

(available to anyone through the web)

Circuit and District Court Forms Handbook - Volumes 1, 2, and 3 (updated annually)

(one set distributed to each circuit and district court forms contact person)

Circuit Court System Quarterly Briefs

(one brief distributed to each user of the system)

Circuit Court System Users Manual

(one manual distributed to each user of the system)

Community Dispute Resolution Policies and Procedures Manual

(one manual distributed to community dispute resolution program centers - also available to anyone upon request for \$50.00)

Conducting the Mediator Skill-Building Training Program

(one manual distributed to each mediator who has attended training)

Court Security Manual (including standards)

(one manual distributed to each court officer; available to anyone through the web)

Custody and Parenting Time Investigation Manual

(available to anyone through the web)

Distributed District Court System Administration User Guide

(one manual distributed to each user of the system)

Distributed District Court System Cash Module User Guide

(one manual distributed to each user of the system)

Distributed District Court System Civil Module User Guide

(one manual distributed to each user of the system)

Distributed District Court System Probation Module User Guide

(one manual distributed to each user of the system)

Distributed District Court System Traffic/Criminal Module User Guide

(one manual distributed to each user of the system)

Friend of the Court Forms Handbook (updated annually)

(one manual distributed to each friend of the court forms contact person)

Guidelines for Court Ordered Reimbursement and Procedures for Reimbursement Program Operations

(one copy distributed to each probate court - also published in the Michigan Court Administration Reference Guide - also available to anyone upon request for \$12.00)

Handbook of Policies and Procedures for the Citizen's Foster Care Review Board Program in Michigan

(one handbook distributed to each Foster Care Review Board member)

Judicial Assignment Guidelines

(one copy distributed to each court - also published in the Michigan Court Administration Reference Guide)

Juvenile Court Docketing and Indexing System User Manual

(one manual distributed to each user of the system)

LEIN and Secretary of State User Manual

(one brief distributed to each user of the system)

Manual for Court Reporters and Recorders (updated annually)

(available to anyone for purchase; available to anyone through the web)

Manual for District Court Magistrates (updated annually)

Manual for District Court Probation Officers (updated annually)

(one manual distributed to each probation officer)

Michigan Child Support Formula (generally updated annually)

(available to anyone for purchase; available to anyone through the web)

Michigan Court Administration Reference Guide - Volumes 1 and 2 (updated at least every 2 years)

(one set distributed to each judge, court clerk/administrator, county clerk, probate register, juvenile officer, and friend of the court)

Michigan Custody Guideline

(available to anyone through the web)

Michigan Juvenile Law Sourcebook (updated annually)

(one manual distributed to each juvenile register; available to anyone through the web)

Michigan Pretrial Services Procedural Manual

(one manual distributed to each chief circuit and district judge and each pretrial program - also available to anyone upon request)

Model Friend of the Court Handbook (model on disk)

(copies distributed to each friend of the court office upon request; available to anyone through the web)

Parenting Time Guidelines

(available to anyone through the web)

Probate Court Docketing and Indexing System User Manual

(one manual distributed to each user of the system)

Probate Court System Quarterly Briefs

(one brief distributed to each user of the system)

Probate/Juvenile Financial System User Manual

(one manual distributed to each user of the system)

Sentencing Guidelines Manual

(available to anyone for purchase)

The Michigan Court Study - Volumes 1 - 7

(not available for distribution)

Trial Court Standards of the State Court Administrative Office (a series of manuals)

(one set distributed to each judge, court clerk/administrator, county clerk, and probate register; available to anyone through the web)

Video Record System Implementation Manual

(one manual distributed to each user of the system; available to anyone through the web)

Of the above listed manuals, the following are distributed by other organizations.

1. Michigan Child Support Formula

Distributed by:

Department of Management and Budget
Office Services Division
Attention: Publications
7461 Crowner Drive
PO Box 30026
Lansing, MI 48909

West Publishing Company
PO Box 64526
St. Paul, MN 55164-0526
(800) 328-9352

2. Michigan Sentencing Guidelines Manual

Distributed by:

West Publishing Company
PO Box 64526
St. Paul, MN 55164-0526
(800) 328-9352

3-04 REQUIRED REPORTING TO THE SCAO

The following is a list of reports that must be prepared by the courts and submitted to the State Court Administrative Office, their due dates, the form number (if one), who should submit the report, and where to submit the report. Included in the list are some orders which must be submitted upon entry.

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Annual Report of Appointed Counsel **see below	none	All Courts	Central Office
Annual Statutory Review Due 8/15	FOC 17	Chief Circuit Judges	Central Office
Child Support Deviation Survey Due first full business week of October and November	SCAO 42a, SCAO 42b	Family Division Judges Domestic Relations Referees and FOC staff	Central Office
Circuit Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 31	Circuit Courts	*
Delinquency Fiduciary Report Due first business day of January and July	SCAO 23	Chief Probate Judges	Regional Office
District Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 18	District and Municipal Courts	*
Fiduciary Status Due within 60 days of taking office	SCAO 29	All Judges	Central Office
Financial Report Due 4/15	SCAO 17	All Judges	Regional Office
FOC Grievance Records Due 1/15 and 7/15	SCAO 28	Chief Circuit Judges	Central Office
FOC Statistical Report Due 2/15	SCAO 41	Friends of the Court	Central Office
Judges Salary Supplement and Fringe Benefit Survey Due annually	SCAO 52	All Judges	Central Office
Michigan Supreme Court Employee Compensation Survey Due annually	SCAO 51a, 51b, 51c, 51d	All Courts	Central Office

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Michigan Trial Court Employee Demographics Survey Questionnaire Due mid February	PER 1	Chief Circuit, District, and Probate Judges	Central Office
Monthly Activity Report for Family Division/Circuit Court Due 1/30, 4/30, 7/30, 10/30	SCAO 40b	Circuit Courts/ Family Division	*
Prisoner Condition Lawsuit Dismissal Orders Due upon entry of order	CC 78	Circuit Judges	Central Office
Probate Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 22	Probate Courts	*
Sealed Court Records Due upon entry of order	n/a	All Judges	Central Office
Sentencing Information Report and Departure Evaluation Due 15th of each month	SIR 88-1, SIR 88-2	All Judges	Central Office
Speedy Trial Report Due 1st of each month	SCAO 13, SCAO 14	Chief Circuit and District Judges	Regional Office
Statement of Matters Undecided Due first business day of January, May, and September	SCAO 27, SCAO 27a	Circuit, District, Municipal and Probate Courts	Regional Office
Summary of Drunk Driving and Drug Cases Due date determined annually; courts will be notified	SCAO 24	Circuit, District, and Municipal Courts	Central Office
Transfer Orders (Sup Ct AO 1998-01) Due upon entry of order	n/a	All Judges	Central Office

*Caseload reports are submitted electronically through a web-based application called the Caseload Reporting System (CRS).

**When requested by the State Court Administrator, a trial court must provide a copy of its most recent annual report regarding appointment of counsel pursuant to MCR 8.123(F)(1).

3-05 STATE COURT ADMINISTRATOR ADMINISTRATIVE MEMOS

The State Court Administrative Office regularly provides guidance to chief judges and trial courts regarding administration of trial court business, implementation of Supreme Court policies, and implementation of legislation and court rules. The State Court Administrative Office has inaugurated a formal process for articulating administrative policies and procedures through use of a numbered “SCAO Administrative Memorandum” series. The scope includes policy and procedure for administrative subject matter, including the manner of implementing Supreme Court policy, court rules, and statutes.

SCAO Administrative Memoranda are distributed to chief judges via e-mail and are available on the SCAO website at: <http://courts.michigan.gov/scao/resources/other/proc.htm>. A list of the current memoranda and subject matter is located below.

Most standards for the trial courts are distributed through administrative memoranda and are located in the Trial Court Standards of the State Court Administrative Office, a series of manuals being developed for all standards for trial courts issued by the State Court Administrative Office.

Administrative

Memo #	Description
1997-01	Data Standards
1998-01	SCAO Judicial Assignment Guidelines
1998-02	SCAO Guidelines for Accommodations for Persons with Disabilities
1998-03	Family Division Fees
1998-04	Local Uniform Chart of Accounts
1998-05	Family Division Policy 1998-02 Unemployed Non-Custodial Parent Program
1998-06	Abstracting of Convictions to Secretary of State
1998-07	PPO Violation and Enforcement Issues
1998-08 ch1	Percent of Closed Dispositions by County as of 5/1/98
1998-08 ch2	Percent of Closed Dispositions by County/Year as of 5/1/98
1998-08	Criminal Disposition Reporting to Michigan State Police Central Records
1998-09	Family Division Policy 1998-FD-03 Surcharge on Support Arrears
1998-10	Filing of Transfer Orders With SCAO Pursuant to Supreme Court Administrative Order 1998-01
1998-11	New Treasury Transmittal Forms
1999-01	Batterer Intervention Standards Application
1999-02	Administrative Order 1998-5, Guidelines for Unscheduled Court Closing Due to Weather Emergency and Guideline for Court Staff Hours Local Administrative Orders (LAO) - 2/19/99 Memo re AO 1998-5 - Guidelines-Staff Hours - Guidelines-Weather

Administrative

Memo #	Description
1999-03	Judicial Leave Recordkeeping
1999-04	Personal Protection Actions Against Minors and Designated Juvenile Cases Caseload Reporting
1999-05	Abstracting of Convictions to Secretary of State <ul style="list-style-type: none"> - Timeliness Memo - Convictions Chart
1999-06	Drunk Driving Caseflow Assistance Fund <ul style="list-style-type: none"> - 7/23/99 Dept of Treasury Letter #99-4
1999-07	District Court Magistrate Jurisdictional Increase <ul style="list-style-type: none"> - Model LAO3a - Model LAO3b
1999-08	Records Retention and Disposal Schedule #16 Schedule
1999-09	License Suspension for Violation of Support and/or Parenting Time <ul style="list-style-type: none"> - License Suspension Decisional Aid - State Department Information - License Name/Division Name - Secretary of State Codes by County
1999-10	Protective Conditions of Probation for Names Persons - Entry Into LEIN
1999-11	Statewide School Safety Information Policy <ul style="list-style-type: none"> - Guide - HB 4240 - Policy - Agreement
1999-12	Drunk Driving Caseflow Assistance Fund - Reporting Change <ul style="list-style-type: none"> - Form SCAO 24
2000-01	Prison Condition Lawsuits <ul style="list-style-type: none"> - Form CC 78 - 99 PA 147 - 99 PA 148
2000-02	Reporting of Involuntary Hospitalization, Legal Incapacitation, and Not Guilty by Reason of Insanity Orders <ul style="list-style-type: none"> - Reporting Procedure; Orders for Involuntary Hospitalization - Form PCM 214 - Reporting Procedure; Order Appointing Guardian - Form PC 631 - Reporting Procedure; Not Guilty by Reason of Insanity - Form MC 207 - Form MC 239 - Performance Audit
2000-03	Implementing Michigan Trial Court Case File Management Standards <ul style="list-style-type: none"> - Compliance Checklist - Model LAO

2000-04	Revised Probate Fee and Distribution Schedule
2000-05	Digital Audio Recording Systems
2000-06	Amendment of Case File Management Standards; Classification Codes
2000-07	Trial Court Communications Policies and Procedures
2000-08	Allocation and Distribution of Support Accounts
2000-09	Petition for Testing of Infectious Disease
2000-10	Prison Condition Lawsuits (1999 Public Acts 147 and 148)
2000-11	Administrative Liens for Past Due Support
2001-01	Interim Mediation Training Standards and Procedures; Standards of Conduct for Mediators
2001-02	FOC Administrative Case Closure Criteria
2001-03	Approval of Digital Video Recording Systems
2001-04	Non-Custodial Parent Work First Program
2001-05	Citizen Advisory Committee Access to Friend of the Court Records
2001-06	Abstract Timeliness
2001-07	Public Act 503 of 2000 - Amendments to the Crime Victim's Rights Act
2001-08	Guidelines for Procedures Regarding Payee Retention of Private Collection Agencies on Friend of the Court Cases
2001-09	Friend of the Court Support Case Administrative Closure Criteria
2001-10	Public Acts 84-91 - DNA Sampling and Assessment
2002-01	Public Acts 187-188 and 203-204, Fingerprinting and Reporting to Criminal Justice Information Center
2002-02	Seatbelt Violations; Fines, Costs and Other Assessments
2002-03	Orders for DNA Sample
2002-04	Appointment of Court Officers
	Supplement to 2002-04
	Implementation Questions Re: 2002-04
2002-05	Court Collections Standards Implementation Tools
2002-06	Court Security Standards
2002-07	Authority for Probate Register to Perform Judicial Acts
2002-08	SCAO Guidelines for Review of Fiduciary Accounts
2002-09	Consular Notification and Access
2002-10	Converting Support Orders to Monthly Amounts
2002-11	Guidelines for Enforcement of Custody and Parenting Time Violations
2002-12	Guidelines for Development of Plans Involving Children who are Absent Without Legal Permission
2002-13	Increases to Juror Compensation - Court Fee Increases
2003-01	Increases to Juror Compensation - Court Fee Increases (updates 2002-13)
2003-02	Implementation of New Michigan Court Rule on Incarcerated Parties
2003-03	Friend of the Court Complaint and Grievance Procedure
	Electronic Forms and Submission of 2003 Grievance Records